



# General Terminologies in Workday for Administrators

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S/N	Today	Workday	Description
1	N/A	Approver	Designated participant(s) in a business process, with a defined responsibility, indicates they approve the proposed action so the business process can proceed.
2	N/A	Business Process	A sequence of one or more tasks that accomplishes a desired business objective (i.e. hiring an employee, paying an invoice)
3	N/A	Candidate Grid	where you may view all the information about your candidate, from where they are at in the process, resume, contact information, experience etc.
4	Business Unit	Company	The primary entity for recorded business transactions and financial report. A Workday company equates to a single tax ID within the university
5	N/A	Cost Center	Identifies financial responsibility and management for officially acknowledged business units
6	N/A	Delegate	A person who completes a task on another person's behalf.
7	N/A	Delegation	The ability of an employee to assign business process(es) to another person to initiate or approve on their behalf.
8	N/A	Foundational Data Model (FDM)	Chart of account structure that is used in accounting and financial reporting
9	N/A	Functional Unit Hierarchy	A field in Workday that represents existing UBC department names and is recorded on the position. Allows for reporting to be filtered by department..
10	N/A	Notification	Items that are for information purposes only, no action needs to be taken
11	N/A	Primary Recruiter	Manages the recruiting efforts for all assigned job requisitions.
12	N/A	Project	Refers to fiscal activity wherein the scope of work has a defined start and end date.
13	N/A	Related Actions (three dots)	A clickable icon that enables the user to perform additional actions for an object.



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S/N	Today	Workday	Description
14	N/A	Retiree as self	A Security role given to employees that retire from UBC that allows access to personal information and T4s and to manage benefits if enrolling in Retirement & Survivor Benefits.
15	N/A	Security Role	Determines access to initiate and approve finance and HR transactions. Security roles are linked to a position. In Workday
16	N/A	Security Group	A collection of users, or a collection of objects that are related to users
17	HRMS Dept ID	Supervisory Organization (Sup Org)	A logical grouping of employees who report to the same manager, and each manager is associated with a Sup Org that contains the workers and the positions they manage.
18	N/A	Task	A business process step that you must complete.
19	N/A	Terminee as self	A Security role given to employees that terminate from UBC that allows access to personal information and T4s and to manage benefits if enrolling in Retirement & Survivor Benefits.
20	Chatfield	Worktag	Classifies transactions for financial, operations or external reporting; Ex. Cost Center, Grant, Program, Supervisory Organization, supplier, employee.
21	N/A	Worklets / Applications	Icons on Workday homepage that provide access to applications such as Personal Information, Expenses, Purchases, Time, Absences.